



# Louisville Metro Planning & Design Services

## SUBMITTAL REQUIREMENTS MAJOR PRELIMINARY SUBDIVISION

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

### All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant      PDS  
                         ONLY

\_\_\_\_\_ 1. Completed "Major Subdivision Preliminary Plan Application". Owner's signature is required.

Substantial Ownership – In the event that there is an executor contract or option to buy or long term lease relating to the property, the name and address of all persons as may be applicable must be submitted with respect to the potential purchaser or lessee of the property.

\_\_\_\_\_ 2. Certification Statement, if the owner is in the form of a partnership, corporation.

\_\_\_\_\_ 3. Development Information (DI) sheet.

\_\_\_\_\_ 4. 22 tri-folded copies of site plan (Agency stamps are not required).

### All plans must include the following minimum information shown on the development plan.

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown	Existing and/or proposed structures shown and identified
Site Address	Required building setbacks with dimensions Crosswalks delineated
Tax Block and Lot Number	Sidewalks in right-of-way with dimensions
Zoning of property	Location, ownership, Deed Book & Page # of adjacent property owners
Zoning of adjacent properties	Net and Gross acreage of site
Existing Use	If residential, provide net & gross density, and number of dwelling units
Proposed Use	Landscape buffer areas in accordance with Chapter 10 of the LDC
Street names shown	Form District and Form District boundaries if nearby
Right-of-way width shown	Form District transition zone shown if required by regulation
Existing tree masses	Existing sanitary sewer locations
Plan Date	Proposed sanitary sewer connections
Revision Date Box	100 year floodplain (if applicable)
Owner name and address	Offsite drainage areas
Legend	Standard Utility Notes

Louisville Metro Planning & Design Services  
444 South Fifth St.  
Louisville, KY 40202

502-574-6230

Fax 502-574-8129



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- \_\_\_\_\_ 5. Copy of preliminary plan reduced to fit on 8.5 x 11 paper.
- \_\_\_\_\_ 6. Copy of current deed(s) for all property included in the subdivision. Every page of the recorded deed must be submitted. The last page should have an "End of Document" stamp.
- \_\_\_\_\_ 7. Typed labels and label matrix of 1<sup>st</sup> tier property owners surrounding the subject site (from PVA records) and citizen groups listed in the applicable district of the PDS Neighborhood Notification Program.
- \_\_\_\_\_ 8. Copy of neighborhood meeting notification letter, a sign-in sheet from the meeting, and a short summary of the meeting detailing specific items of concern and proposed resolutions.
- \_\_\_\_\_ 9. USDA Conservation Service Soils Report. **Plans will not be accepted without this report.**
- \_\_\_\_\_ 10. If disturbance of slopes greater than 30% are proposed a geotechnical report addressing disturbance of these slopes as it relates to the proposal is required at time of filing.
- \_\_\_\_\_ 11. MSD Plan Review Application and Preliminary Checklist
- \_\_\_\_\_ 12. Land Use Restriction form.
- \_\_\_\_\_ 13. Justification letter for all requests for waivers from subdivision regulations.
- \_\_\_\_\_ 15. Cash or check for \$821 made payable to Louisville/Jefferson County Metro Finance (\$800 for subdivision application fee; \$21 Clerk's fee for Land Use Restriction Form).

**Note:** If two or more applications requiring a land use restriction form are submitted simultaneously for the same site, only one \$21 Clerk's fee is required in addition to the application fees.

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### For Staff Use Only

Date: \_\_\_\_\_ Staff: \_\_\_\_\_ Docket #: \_\_\_\_\_

#### Do not accept application if required materials are not submitted

- \_\_\_\_\_ 16. If all required materials are submitted, log the case in "Access" in **G:\Planning\DATA\Logs\Major Subdivisions**. Highlight "Tables" and open **Preliminary Plan Log 2006**. Assign the next available docket number and enter the information in the log from Subdivision Name through Date Received.
- \_\_\_\_\_ 17. Fill out a receipt (\$10.50 Clerk's Fee, and \$810.50 in Subdivision Fees), sign it and give it to the applicant. Put the Docket Number and the agency number on the bottom left of the check, stamp the back with the endorsement stamp and put in envelope in the file cabinet
- \_\_\_\_\_ 18. Stamp the date received on each page of all the plans and material submitted.
- \_\_\_\_\_ 19. Write the docket number in **RED** in the lower right hand corner of each. Put a rubber band around all materials. Put in the In-Coming Application Tray.

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